INFORMATION TECHNOLOGY STUDENT ASSISTANT

JOB DESCRIPTION

Employees in this job function as an IT student assistant, particpating in a variety of programming and/or project assignments related to an IT field of academic specialization.   Develop, enhance, and maintain automated data, voice, or video application programs, application systems, and operating systems software within mainframe, network and client server environments.   All of these elements are in the learning capacity as a student assistant.

There is one classification in this job.

Position Code Title - Info Tech Student Assistant

Information Technology Student Assistant A

As a student, the employee works under the immediate supervision of an IT professional in the classified state service. Work is performed under well-defined guidelines and assignments are reviewed while in progress.   The level of responsibility is commensurate with the student's academic attainment. The employee is required to use judgment in the performance of the work.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

All of the following are under the direction of an IT supervisor:

Test programs and systems and integrating system modules.

Write, compile, and modify applications programs for computerized systems and keys into program code.

Develop or acquire test data and run tests to determine the accuracy of program logic to produce desired results; debug and revise programs based on test results.

Use program specifications to prepare the logic sequence of program source statements in the development, modification, documentation, and maintenance of computer programs.

Develop and prepare documents for the general design of IT solutions that meet system and security requirements, including the selection of alternative approaches.

Develop and maintain automated data processing systems and computer application programs.

Develop specifications to detail what new systems or enhancements to existing systems can accomplish.

Develop specifications for databases, communication systems, hardware, network security, storage, and software configurations.

Develop operational and installation procedures for communication systems, hardware, network security, storage and software.

Develop structured diagrams for the specifications of databases, communication systems, computer or s

Develop, compile, maintain and document configurations of the following: databases, servers, computers, security and network monitor systems, packaged programs, macros, utilities, and communication systems.

Convert and implement new systems or upgrades existing systems.

Develop, implement, and monitor information technology quality assurance standards.

Maintain records and prepare reports and correspondence related to the work.

Performs special assignments related to IT programming, studies, or projects related to the student's IT career or curriculum goals.

Provide technical assistance to managment and Technical Project Managers in request managment, project prioritization, resource allocation, and regular portfolio reviews.

Research, collect and evaluate project data necessary to meet project reporting and evaluation requirements.

Provide technical assistance to management and Technical Project Managers in the creation of projects.

Develop, maintain, update, and oversee project plans and schedules using tools established by agency and division.

Monitor and maintain the project communication plan and process.

Provide project plan trend analysis and control including analysis, research, development and maintenance of the project data.

Provide on-site or remote access diagnosis and resolution of computer hardware and software problems using a highly integrated set of diagnostic tools and techniques utilizing a specialized set of diagnostic tool and elevated privileges.

Research, analyze, develop and document solutions and new processes and procedures, and to implement new solutions for use by technicians to meet future problem resolution needs.

Administer, implement, and provide technical support of applications and associated hardware used in a client server environment utilizing a specialized set of diagnostic tools with elevated privileges.

Plan, design and oversee analytical and technical assignments, and the implementation of computer hardware, software and network components.

Maintain, administer and support remote applications, network operating systems, and local area networks in partnership with other areas of DTMB.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Some knowledge of computer programming, data modeling, and object-oriented programming procedures and techniques.

Some knowledge of application development environments and related tools.

Some knowledge of structured programming methodology.

Developing knowledge of project management principles, concepts and practices.

Ability to maintain records, prepare reports, and conduct correspondence related to the work.

Ability to prepare detailed written instructions and documentation.

Ability to analyze instructions and data.

Ability to convert specifications to computer language.

Ability to gather and analyze facts, define problems and devise solutions.

Ability to follow oral and written instructions.

Ability to learn the work of the agency.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Ability to learn new software.

Knowledge of personal computers, terminology and personal computer software.

Working Conditions

All jobs are temporary, non-career positions.

Students hired into this job may be employed part-time or full-time during or between school years, or between terms or semesters.

Physical Requirements

None

Education

Current enrollment in post-secondary educational institution in an IT related degree program.

Experience

Information Technology Student Assistant A

No specific type or amount is required.

Special Requirements, Licenses, and Certifications

The student must provide evidence of enrollment or acceptance to an educational institution.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code	Job Code Description	
INFTECSTU	INFORMATION TECHNOLOGY STUDENT ASSISTANT	

Position Title	Position Code	Pay Schedule
Info Tech Student Assistant	ITSAST	NERE-115P

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